



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 603.4

Job Title: **ASSISTANT CITY ATTORNEY III**

Pay Grade: 27

GENERAL SUMMARY:

Performs somewhat complex legal investigation, research and negotiation of conventional legal transactions such as contracts, claims and leases where facts are clearly established and the policy and legal precedent are directly applicable.

RESPONSIBILITIES:

- Researches, analyzes and writes contracts, pleadings, legislation and related documents.
- Prepares lawsuits for trial; conducts research, discovery, etc.
- Prepares briefs, motions and pleadings for assigned cases.
- Drafts contracts, ordinances and formal resolutions as requested.
- Provides legal advice to various city officials and boards; responds to legal questions in assigned specialization from the general public.
- Prepares proposed ordinances for City Council consideration.
- Prepares and updates periodic litigation assignment schedule.
- Schedules, monitors and reviews subordinate's work.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

Two years of experience in the practice of general law or specialized municipal, civil or criminal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Legal Intern
Assistant City Attorney I
Assistant City Attorney II
Assistant City Attorney III
Senior Assistant City Attorney I
Senior Assistant City Attorney II
Senior Assistant City Attorney III
Senior Assistant City Attorney IV OR Senior Assistant City Attorney Division Chief
First Assistant City Attorney
Deputy City Attorney

Effective: October 1990

Revised: June 1995